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APPENDIX "D"

Estimate of additional personnel required if mimeograph stencils or copy for offset reproduction is to be prepared at JISPB.

1. Mimeograph or ultranat

4 typists

2. Offset from unjustified IBM electronic typed copy.

4 IBM electronic typewriter operators

1 layout specialist

3. Offset from justified IBM electronic typed copy

7 IBM electronic typewriter operators

1 layout specialist

Basis of estimate is as follows:

1. For mimeograph or ultranat

Working days per year 253
Average leave (Annual 20d, Sick 10d) 30
Net working days per typist 223
1,500 stencils or mats @ 10 per day per typist - 150 typist days
6 JANIS per year - 900 typist days
Number of typists required $900 \div 223 =$ Approximately 4.

2. For preparing unjustified IBM electronic typed copy

440 pages straight text @ 10 per day per operator 44 operator days
160 pages tabular matter @ 2 per day per operator 80 operator days
6 JANIS per year @ 124 operator days per JANIS = 744 operator days
Number of operators needed = $744 \div 223 = 3 \frac{1}{3}$ or 4
Supervisor and layout specialist CAF-6
Total 5 (4 CAF-5 and 1 CAF-6) 13,600.20

3. For preparing justified IBM electronic typed copy

440 pages straight text first (unjustified) copy @ 12 per day per operator 40 operator days
160 pages tabular matter @ 2 per day per operator 80 operator days
440 pages text second (justified) copy @ 5 per day per operator 88 operator days
Total per JANIS 208 operator days
6 JANIS per year = 1,248 operator days
Number of operators needed $1,248 \div 223 =$ Approx. 6

JCS review(s)
completed.

1 supervisor and layout specialist CAF-6

1 layout specialist CAF-5

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